

Community Gardening 101

Starting and maintaining a Community Garden in Kingston

A resource provided by the
Kingston Community Gardens Network and Loving Spoonful

Revised December 2013



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Introduction

Why start a Community Garden? Many families and individuals living in the city would like to grow some of their own produce but don't have the land. Some want to save money on their food bills. Some like the freshness and flavour of homegrown produce. There are households with diverse cultural and culinary backgrounds who would like to grow traditional foods not available in the supermarket. And for many, gardening is a relaxing way to exercise and enjoy being outdoors.

Community gardens beautify neighbourhoods and help bring neighbours closer together. Community gardens provide safe, recreational green space in urban areas and help to keep the air clean. Community gardens can enhance the health and wellbeing of your community in Kingston.

The Kingston Community Gardens Network was established to support the creation of new community gardens on public or private lands, and to assist with the retention of existing community gardens in the city. We can work with your community group and with the City of Kingston to help you through the process of starting and maintaining a Community Garden in your neighbourhood.



The **Kingston Community Gardens Network** has resources and templates to help you through the process of starting a Community Garden in Kingston. We host a website, and publicize events promoting community gardening events and activities in Kingston. Call or email us to join the Kingston Community Gardens Network.

613-546-4291 x1871
gardens@loving Spoonful.org
www.kingstoncommunitygardens.ca

*The **Kingston Community Gardens Network** is a joint initiative of the City of Kingston, Loving Spoonful, Urban Agriculture Kingston and Oak Street Community Garden.*

Overview

The purpose of this manual is to help your group start a new community garden in Kingston. Every community garden is as different as the community that creates it. We hope this manual will help you and your group to develop the best garden for your community.

In order to establish your community garden you will need to:

1. Assemble your group
2. Establish guidelines and policies to support the development and outline the operation of the community garden
3. Identify possible sites, consult with and contract with the City (in the case of City property) or landowner (in the case of privately owned land)
4. Consult with the community/neighbourhood
5. Develop a garden design plan
6. Dig In!

Timeline

Typically, in order to put shovels in the ground in the spring, the garden committee should start meeting in the previous summer or fall. Of course, you can start planning a community garden in any season.

Please see Appendix A for a sample Community Garden Planning Calendar

Assembling your Community Garden Group

Community Gardens start with “community”. Forming a manageable group of committed individuals is key to getting your garden going. Identify key roles and assign individuals or committees to take on those roles so that decision-making and responsibility are shared fairly.

The first step is to identify others in your community who would like to participate in the creation of a Community Garden. Ideally, you will find about 10 interested community members. Survey residents of your community, put up posters, and contact neighbourhood associations. You may want to contact local schools, daycares, community agencies and even local businesses (restaurants, caterers) to see if they would like to be involved. Set up a meeting among interested people to talk about what you'd like to see in a community garden. Typically a *planning committee* will be formed out of these interested community members.

During the planning phase, the planning committee will set goals, define a system of governance, establish rules and regulations, investigate and negotiate land options and insurance options, plan the garden layout, create a budget, raise funds, and make any other decisions that may arise.

You will need to identify a *Garden Coordinator* to be the contact person for communication with the City or other landowner. The Garden Coordinator and the planning committee will be responsible for making sure deadlines are met and procedures are followed throughout the planning stage. You may also want to choose a name for your garden.

As you develop your group, you should begin to read and discuss resources on Community Gardening including

The City of Kingston's Community Gardens Development and Operations Policy

<https://www.cityofkingston.ca/residents/recreation/facilities/community/community-gardens>

Other resources are available through the Kingston Community Gardens Network Website (www.kingstoncommunitygardens.ca)

Or call us at 613 546-4291 ext 1871

Establishing Guidelines for your Garden

The key to success for your community garden is to create a system for responsibility sharing and decision-making that works for your garden group. Long-term success depends on a system and structure that involves all members of the garden and interested community members in organizing and maintaining garden operations.

Governance and Roles: Your Terms of Reference

How will you organize your group? Just as every community garden is different, so are the ways in which they are organized. A *Terms of Reference* document will identify the name of the garden, and the overall purpose or goal of the garden. It will define roles, decision-making processes and will make the system of governance clear for all garden members.

Your Terms of Reference will identify the responsibilities of the Garden Coordinator, as discussed in the previous section. You may also need to define the roles and responsibilities of:

- a **treasurer** to deal with membership fees, shared expenses and fundraising revenue
- a **secretary or communications coordinator** who can record the proceedings of meetings, send out emails or make phone calls to all garden members, and maintain a blog, list-serve, or website if applicable

Other core questions you will need to address when writing terms of reference for your garden are:

- How will decisions be made for the garden (majority vote, consensus, etc.)?
- How will planning and communication among garden members take place (meetings, email, phone, etc.)?
- How often and where will your group meet?
- How many committees or roles do you need to fill?
- How will conflicts be resolved?
- Which individuals and/or committees are in charge of maintaining shared aspects of the garden such as communal plots, storage, compost, pathways and other shared facilities?
- How will you recruit, review and accept new garden applications? Who is eligible to be a member of your community garden?
- What is expected of garden members (Fees, participation in decision making, work-bee participation, maintenance of garden plot, number of hours of volunteer labour)?
- How will plots be assigned? How large is a plot? How many plots can one individual/family have?
- Who will collect and keep track of garden fees; who will be in charge of insurance, fundraising, and other financial and budget matters?

It may be helpful to determine which roles or committees you need to get the garden started (i.e. garden development, site preparation, shed construction, etc.) and which roles or committees you will need to keep going (communications, membership, budget, etc.)

Please see Appendix B iii for a sample Terms of Reference document for a community garden.

Incorporating your garden group

Some community gardens choose to incorporate as a non-profit entity in order to have access to a wider variety of grants. There are definite pros and cons to incorporation. For a small garden group, it is not usually necessary.

Communication

Good communication among garden members is important for the long-term viability of your garden. How will you communicate among garden members? Some commonly used tools you may want to consider are email, telephone, regular meetings, Facebook, list-serves and blogs. What makes sense for your gardening community? It can be helpful to have one person or a small committee in charge of communication.

Policy, Agreements, and Forms - *see Appendix B for samples of all forms*

Community Garden Application

In order to establish a Community Garden on City property, you must apply and be approved. City staff are available to assist and advise about prospective Community Gardens.

Community Garden Partnership Agreement with City of Kingston

In order to establish a Community Garden on City property, you must sign a Community Gardens Partnership Agreement with the City.

Community Garden/"Facility Booking" Permit

An annual permit must be obtained from the City of Kingston.

Terms of Reference

Early in the planning process your garden group should develop Terms of Reference for the garden. This document outlines the goals and intent of your garden, the system of governance and decision-making, as well as core roles and responsibilities. It is simplest to incorporate the Terms of Reference, the membership agreement and member waiver into one document that will be reviewed and signed by each garden member yearly.

Membership Agreement

Your garden group will need to develop a Community Garden Member Agreement that should be signed by all garden participants each year. This agreement is typically made up of the terms of reference, the membership agreement and a waiver. This agreement should be reviewed and signed by each gardening member each year.

Your membership agreement will include information about how to become a member of your garden, who is eligible for membership, what is expected of members, as well as penalties/consequences for non-compliance with the agreement.

You may need to advertise and select for new members for the garden. This process will also be governed by your policy. For example, will it be first come, first served or will you prioritize people in the neighbourhood? Will you prioritize people who have put in volunteer hours? Can members apply for more than one plot? Are members guaranteed the same plot each year or does it rotate?

Garden Member Waiver and Volunteer Waiver

You will need a waiver that will be signed by all garden members each year. This waiver will hold harmless the property owner, the garden group, sponsoring organizations, etc. for liability that occurs in connection with the garden.

Some community gardens welcome regular volunteers who are not garden members. These volunteers must also sign a waiver similar to the one signed by the garden members.

Identifying and Securing a Site for your Community Garden

Once you have your garden group assembled, you will be searching for a site for your community garden. When selecting a site, several things have to be kept in mind. Size, sun exposure, shade, drainage, soil quality, water access, vehicle access, proximity of neighbours, and conflicting land-use (playground, dog park, sports field, etc.) Negotiating with the landowner, whether it is the City of Kingston, other government land, or privately held land, should start as early as possible.

Site Selection

You are advised to identify 2-3 possible sites you could work with. These might be within one park/public space, or at a couple of different ones. If no city-owned spaces seem appropriate you might approach a business, church or other organization about using their land.

Negotiating with the landowner

If your proposed garden site is on city-owned land, you will be negotiating with the City of Kingston. Once you have your garden group assembled, and have started some of the planning (chosen a coordinator, identified potential sites) contact:

Denita Arthurs
Assistant Supervisor, Recreation Programs (Community Development)
Recreation and Leisure Services Department
Community Services Group, City of Kingston
613-546-4291 ext. 1704
darthurs@cityofkingston.ca

In order to apply to start a Community Garden on city property, you must submit a Community Gardens Application with the City. The application will ask for:

- the name of your group/garden
- description of the proposed garden
- the neighbourhood it is in
- potential sites (drawn on a map if possible)
- your plan for initial number and size of plots

The application will be distributed to the appropriate City departments so that the proposed sites can be assessed for suitability. The City's Community Gardens Coordinator will remain in communication with you to discuss the approval process, the site plan, access to water (if any), insurance requirements, and soil testing requirements.

You will need to conduct a community consultation as part of the site-selection process. Community support is key to the success of your community garden.

Once a site is selected and approved, you will sign a **Community Garden Partnership Agreement** with the city that will normally be in effect for three years. After three

years, the garden group must present an application for renewal of the agreement in writing.

Communication with the city should begin as soon as possible in your process. There are several municipal departments who will need to weigh in on site selection, water, and other issues. The more time you allow for this process, the more likely you are to avoid frustration.

**If your proposed garden is not located on city property, you will need to negotiate the terms and conditions for using the land for a community garden with the landowner. You are encouraged to join the Kingston Community Gardens Network regardless of whether your garden is on public or private land.

Insurance

You will need to insure your garden, as outlined in the Community Gardens Development and Operations Policy (for city property) or as required by the private landowner. If the garden is on city property, gardening organizations and/or groups must carry Public Liability Insurance of \$2 million that explicitly indemnify, defend and hold harmless the City from and against any damage or injury to any person or any real property. Automobile Insurance of \$2 million that explicitly indemnify, defend and hold harmless the City from and against any damage or injury to any person or any real property is required if vehicles are required to access garden. Your garden group can purchase insurance through the city. In 2013, the rate was \$297 including tax.

For gardens that are not located on city property, you will still need insurance. The amount and type of coverage is something you will negotiate with the landowner. In this case, you will not be able to purchase insurance from the city. You can approach other non-profit community organizations or faith groups to see if they would like to be involved in the garden and whether they could provide insurance for the garden through their policy.

Community Consultation

The success of a Community Garden will depend on support from your neighbours and other stakeholders in the community. This process should start as early as possible. If you keep people informed, they are more likely to be supportive of the project.

The **City of Kingston's Community Gardens Development and Operations Policy** states that community consultation must take place for all gardens on city property. Even if your garden is not on city property, community consultation is a good idea to avoid conflict down the road.

- It helps spread the word about the garden while recruiting potential members and volunteers
- It builds community by helping people in the neighbourhood feel like they have an investment in the garden
- It gives you an opportunity to address community or individual concerns about site location, noise, traffic, pests, etc

Once you have selected potential sites and have general plans for developing your garden, determine who your stakeholders are and get their support for your project. You will need to consult **neighbours** – especially those whose property borders or faces your proposed site(s). In order to determine the distance parameters for community consultation, look at maps of your neighbourhood. **Kingston Maps** <http://www.cityofkingston.ca/explore/maps> is a useful tool that can help you with this. You will also want to inform your **City Councillor** and get their support. <http://www.cityofkingston.ca/city-hall/city-council/find-your-councilor>

Neighbours who have concerns about the garden can call their councillor. You will want them to be informed and on board before those calls come in. You can canvass local schools, nursery schools, home daycares, seniors' residences, and other community agencies as well as places of worship and businesses in the neighbourhood. Who in your neighbourhood might have an interest in or concerns about the location and operation of a community garden? The more community support you can generate, the more successful and vibrant your garden is likely to be.

You may be able to involve local schools, daycares, faith communities, or other organizations as active participants in your garden. Ideally, even residents, schools and businesses who aren't directly involved in the garden will see it as a welcome addition to the neighbourhood.

How to Conduct a Community Consultation

Community consultation can take several forms and should happen in stages. The first step is to get the word out that a garden is being considered, and give people the opportunity for early input in the development of the plan. As more detailed and complete proposals are developed (with proposed site maps, descriptions, etc) you may hold a community meeting to address people's concerns, if any.

Community Consultations should include:

- Public meetings: A representative of the Kingston Community Gardens Network may be able to attend to answer questions about community gardening practices and policy in Kingston.
- A petition: conducted door-to-door, posted on public bulletin boards, in libraries etc, asking residents of the area to sign in favour of a community garden. This is a good way to indicate a high level of support.
- Flyers delivered door-to-door that describe the proposed garden and give a contact phone number and email for anyone wanting more information.
- Posters placed around the neighbourhood including contact information for the garden coordinator.
- If you have a neighbourhood association (ask your City Councillor), it can be a great vehicle for getting the word out.
- Staff an information table at a neighbourhood event or festival, or outside a store or facility that gets a lot of traffic.

Generally two or more of these strategies can work well together to ensure that you can demonstrate community support for your garden.

Plan and execute your consultation strategy. You will need to keep a record of responses – what kinds of concerns, if any, were raised? How will you address them? The process and results of your consultation process will be shared with the city and will help to determine the viability of your community garden. The Kingston Community Gardens Network can help you to anticipate common concerns and questions you may face.

See Appendix C for a sample petition to use in Community Consultation.

Designing your Community Garden

Elements of a Community Garden

There are many resources that can help you in designing your community garden. You will want to keep in mind water access, road access, parking, pedestrian traffic, sun exposure, raised beds vs. in-ground beds, pathways, shed/storage, signage, composting, and accessibility. You may also want to consider benches/picnic tables, and a bulletin board. Consult the [City of Kingston's Community Gardens Development and Operations Policy](#) for municipal guidelines on some of these issues for gardens on city property.

Please visit the [Kingston Community Gardens Network](#) website for links to gardening and design resources.

Some other things to consider in the planning stages are:

How big will your initial garden be?

How many plots will it contain and how big will each plot be?

How can you organize the site to allow for future expansion?

Other elements commonly included in community gardens are trees for shade and/or fruit; perimeter landscaping with drought tolerant shrubs and perennial plants; a children's area which may include a garden, soil to play in, or just space to run.

Accessibility

How will you incorporate an accessible bed (required under the City of Kingston Community Gardens Policy)? ***New community gardens must consist of at least one raised garden bed, between 18" to 30" high with clean fill, unless otherwise approved by the City. In new gardens, the City shall provide access to the gardens by a pathway or flat surface. Accessibility to existing gardens will be incorporated during major upgrades or expansion.***

Types of Garden Plots

Many imagine community gardens as a collection of plots where individuals or families grow food in rented plots for their own use. This is one style of community garden, but not the only one. Many gardens in Kingston include other types of plots; some kinds of plots are:

Allotment plots: individual plots, typically ~10' x 10' are rented for a nominal fee to be gardened by a person or family for their own use.

Accessible Plots: individual or communal plots that fall within recognized guidelines for accessibility for people using wheelchairs and/or walkers. You might also consider other kinds of accessibility issues for some plots such as raised beds with seating (for those who need to sit while gardening), creating "sensory gardens" for people with a range of sensory disabilities, holiday workshops on no-till gardening which is an approach to gardening that may be easier for those with physical limitations. Partnering with an organization that supports disabled people is an excellent way to learn how to minimize barriers for people in your community who have physical or mental disabilities.

Communal plots: planning, gardening and harvesting are done by the garden group as a whole and harvest is shared among the gardeners. This may be how your whole garden is structured, or as a plot for a particular crop which makes sense to garden communally

for a variety of reasons: if it takes up a lot of room in a small plot (corn, squash); or is a permanent crop (berries, asparagus); or has an atypical growing cycle such as garlic).

Donation plots: typically gardened communally to grow food for donation to meal programs and food banks. In Kingston, this can be done through our local Grow a Row initiative which partners with community gardens. Note that the City of Kingston explicitly supports the development of donation plots within new and existing community gardens. *For information on how to donate your produce to Grow a Row, please contact growarow@lovingspoonful.org*

Public “tasting” Plots: typically gardened communally, invite the public to help themselves. They are a way of engaging people who are not garden members, and may help to reduce theft and vandalism.

Programming Plots: host a group – for example a parent and tots group from an early childhood centre; a class of high-school students; or a group of developmentally disabled adults – for educational, therapeutic, and/or community building purposes. Programming support might be provided through the host garden or by the participating agency, and may be funded in a variety of ways. These projects can be a vibrant and welcome addition to a community garden.

Budgets and Fundraising

How much does it cost to start a community garden? The costs can range considerably depending on the size and style of garden you are creating. Typical start-up costs may include:

- Tools, including hoses and hand tools
- Raised beds
- Site preparation
- Soil amendments
- Shed/storage
- Signage
- Insurance
- Water/irrigation

It is important to have a well-thought-out budget as you begin your garden planning. A proposed budget is required as part of your Community Gardens Application with the City. This budget will also help you to set targets for donated supplies and materials, as well as for writing grant applications.

How will your garden be funded for start up? How will you pay for ongoing maintenance? Most gardens rely on a combination of member fees (often ~\$20/year) community donations, fundraisers (such as plant sales) and grants. Additionally, many gardens find sponsors who can donate needed materials and/or labour in kind.

The Kingston Community Gardens Network website has a list of some of the foundations and community funds which may support community gardens. The City of Kingston's Community Gardens Grants program offers financial resources to community gardens on municipally owned lands to support the development of new community gardens and the enhancement/maintenance of existing community gardens. A maximum of \$750 is available for New Garden Initiatives. Gardens are eligible for this fund in the first 12 months of operation. Development Grants are available for the enhancement and maintenance of community gardens, to a maximum of \$500.

See Appendix Biii Community Garden Grant Application

Note on plot fees

Typically a plot fee is charged as a condition of membership in a community garden. These fees can help with the costs of starting and maintaining a garden. In planning your budget and establishing a fee structure for your garden it is important to note that the City of Kingston Community Gardens Policy states that:

"In order to ensure equal access and opportunity to all community members, the fee structure must provide a fee waiver or sliding scale fee for those that indicate they are unable to pay the garden plot fee."

Some additional costs that may be incurred by your garden group include:

Costs of holding events or workshops

Printing and communications – flyers, website hosting, posters

Costs to expand the garden

See Appendix D for a sample start-up budget for a community garden

The Established Garden

Renewing your agreements

Each year you will review your garden's Community Garden Agreement and waivers and have each member of the garden (new and returning) sign it.

Yearly Reports

- Each year your group will submit a brief report to the City that will contain
- Number of Garden Plots
- Number of garden members
- Number of plots available for new garden members
- Number of people on the waiting list
- Fees charged per plot (if applicable)
- Number of plots available to garden members with physical disabilities
- Budget for the year (revenue and expenses)
- Minutes of meetings (if applicable)
- Reports of and responses to vandalism (if applicable)

Optional: reporting anonymous information on garden member demographics and identified groups who participated in programming

Every three years you must resubmit the City of Kingston Community Gardening Agreement/Permit

Expanding your Garden

Denita Arthurs, Assistant Supervisor, Recreation Programs (Community Development) of the City of Kingston must be notified in writing, at least two weeks in advance, of any site enhancements to an existing community garden, and a site plan indicating the proposed alterations must be prepared. She will review and provide a response to the garden group.

Long Term Challenges

One of the most common long-term challenges that community gardens face is how to keep going once the initial leadership group has left, or no longer wants to fill that role. By encouraging participation of new members in key roles early on, and by having clear and transparent terms of reference, gardens can avoid this problem.

Other long-term challenges include the loss of land to development or policy change, dwindling community interest as the demographic of a neighbourhood changes, theft and vandalism, and securing financial resources.

Appendix A:

Sample Timeline for starting a Community Garden in Kingston

Summer/Fall (or even earlier):

1. Publicize the garden project, make a list of interested people, and set a meeting for everyone to meet and start planning
2. 1st meeting sample agenda:
 - a. Welcome, introductions
 - b. Brainstorming/Visioning the garden – what type of garden? Goals and objectives, potential sites
 - c. Forming a planning committee, organizational structure, positions
 - d. Setting next steps such as investigating land options, outreach to potential members, funding, etc. Set goals for next meeting
 - e. Schedule next meeting date; you may need to hold several meetings of the whole group or of committees to get things rolling
3. Identify and assign/elect for roles and tasks; set next meeting schedule

Fall/Winter

1. Review and assess land options, contact City of Kingston (or other land-owners) to introduce your group and start the ball rolling
2. Develop organizational tools, policies
3. Continue outreach, generating interest and support
4. Draft budget, wish-list, potential donors
5. Design and conduct community consultation strategy
6. Finalize site selection with landowner
7. Negotiate insurance
8. Plan the garden layout/plot assignment
9. Fundraising, seeking community resources, (donated material/labour)

Winter/Spring:

1. Organize work-bee schedule for site development
2. Finalize garden agreement, waivers, fees
3. Gather materials needed
4. Set calendar of events for the upcoming season including work-bees, workshops, fundraisers and celebrations

Spring:

Dig in. Plant your garden and Have a party

Of course, planning a Community Garden can happen at any time of the year. In fact, if your timing works so that you have your site secured, all permissions and insurance in place in time, site preparation and development can take place in the fall giving your new garden a great head-start in the spring.

Appendix B: Forms and Templates

(Note: all templates and forms are available as Word documents that you can alter for your group. Contact gardens@lovingspoonful.org)



CITY OF KINGSTON

Community Gardens Application

The City values community gardens and supports the creation of new community gardens on public and private lands, as well as the retention of existing community gardens in the city. A policy process has been established and we're pleased to support community gardens by working with a variety of community organizations. Please review the conditions in the policy and return the completed application form:

Attention Denita Arthurs
darthurs@cityofkingston.ca
Fax: 613-549-7171
216 Ontario Street, Kingston ON, K7L 2Z3

SECTION A: APPLICANT INFORMATION

Name of Organization / Community Garden Association:

Mailing Address:

City:

Postal Code:

Person completing this form:

Position/Title:

Email:

Phone:

SECTION B: GARDEN LOCATION INFORMATION

Please provide details of all proposed garden locations and the name of the land owner(s):

SECTION C: COMMUNITY GARDEN PLAN

Please provide a description of the proposed garden including proposed size, design, number of plots, fees charged, number of accessible plots, tool storage details, what will be grown, etc. (A more detailed Garden Plan and illustrations can accompany this application):

SECTION D: COMMUNITY GARDEN GROUP INFORMATION

Please provide a description of the garden group including purpose, garden members, experience working together, decision-making, time commitment, member tasks, partner organizations, etc.:

SECTION E: INSURANCE

Gardening organizations and/or groups must carry Public Liability Insurance of \$2 million and \$2 million Automobile Insurance that indemnifies the City. Automobile Insurance required if vehicles are required to access garden/park site. Proof of insurance (two million) is required before final approval. If you are providing your own insurance please include information:

SECTION F: FINANCIAL PLAN / BUDGET

Please complete the following budget for itemizing costs related to materials and supplies (please specify) and identify any sources of funding dedicated to your proposed project.

Proposed Project Expenditures	Amount
Costs (materials, supplies, equipment, travel etc)	
<i>Subtotal Expenditures</i>	
Proposed Project Revenues (specific sources of revenue for the project)	Amount
Subtotal Revenues	
TOTAL	

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to), names, addresses, contact information is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA, and all other relevant legislation. All personal information may be used to form statistical reports, contact lists and to distribute community garden information and therefore will be made available to staff. Questions regarding the collection, use and disclosure of this personal information may be directed to the Corporate Records and Information Officer, City Clerk's Department, 216 Ontario Street, Kingston, Ontario K7L 2Z3

Official Use:

Date of Submission: _____ Time: _____

Authorized signature: _____



The Corporation of the City of Kingston

Facility Booking

Mailing Address:
 216 Ontario Street
 Kingston, Ontario K7L 2Z3
ATT: Facility Bookings

Location:
 INVISTA Centre
Phone: (613) 544-4442 Ext. 1800
Fax: (613) 384-3055

FACILITY REQUEST FORM – PARKS

NAME OF ORGANIZATION: _____

Contact Name:	2 nd Contact Name:		
Address:	Address:		
Postal Code:	Postal Code:		
Phone: (h) (w) Fax	Phone: (h) (w) Fax		
Email Address:	Email Address:		
Type of Event: Staff Picnic <input type="checkbox"/> Family Reunion <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other <input type="checkbox"/> <u>Community Garden</u> <input type="checkbox"/>			
*****Number of Participants: Mandatory Field *****			
PARK	AREA	DATE	TIME PERIOD
	Community Garden	January 1– December 31, 2014	Daily

Do you give permission for your name to be given to the public as a contact for your Organization?
 Yes ___ No___

Applicant Signature: _____ Date: _____

Office Use: Date: _____	Permit Number: _____
-------------------------	----------------------



COMMUNITY GARDEN PARTNERSHIP AGREEMENT

THIS AGREEMENT DATED THIS _____ DAY OF _____, 20____

BETWEEN

City of Kingston, Community Services, Recreation and Leisure Services Department
(hereinafter referred to as the “City”)

AND

Community Garden Group

As represented by

Community Garden Group Representative
(hereafter referred to as the “Licensee”)

PURPOSE: To grant permission to use the municipally owned lands located at _____ as outlined on the plan in attached Schedule ‘A’ for the purpose of a community garden, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

AGREEMENT TERMS AND CONDITIONS:

- 1) THE TERMS OF THIS AGREEMENT SHALL BE IN EFFECT FROM _____ TO _____ WITH THE OPTION TO RENEW THE AGREEMENT IF THE COMMUNITY GARDENS ARE MANAGED AND MAINTAINED TO THE SATISFACTION OF THE CITY.**
- 2) THE LICENSEE MUST CARRY A PUBLIC LIABILITY INSURANCE OF \$2 MILLION THAT EXPLICITLY INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY DAMAGE OR INJURY TO ANY PERSON OR ANY REAL PROPERTY.**
- 3) VEHICLE ACCESS TO THE COMMUNITY GARDEN IS SUBJECT TO CITY APPROVAL. AUTOMOBILE INSURANCE OF \$2 MILLION THAT EXPLICITLY INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY DAMAGE OR INJURY TO ANY**

PERSON OR ANY REAL PROPERTY IS REQUIRED IF VEHICLES ARE REQUIRED TO ACCESS GARDEN.

- 4) IT IS UNDERSTOOD THAT THE CORPORATION OF THE CITY OF KINGSTON, RECREATION & LEISURE SERVICES, OR ITS DULY APPOINTED REPRESENTATIVE SHALL MAINTAIN THE RIGHT TO RESCIND THE USE OF THE COMMUNITY GARDEN AND TERMS OF THIS AGREEMENT IF THERE IS REASON TO BELIEVE THERE IS A NON-COMPLIANCE WITH THIS AGREEMENT AND/OR ANY CITY BY-LAWS AND/OR PROVINCIAL REGULATIONS, OR IF THE PROPERTY IS REQUIRED FOR OTHER PURPOSES.
- 5) THE LIMITS OF THE COMMUNITY GARDEN(S) SHALL BE WITHIN THE AREA DESCRIBED IN THE PLANS IN SCHEDULE 'A'. ANY ENHANCEMENT OF THE COMMUNITY GARDEN SHALL REQUIRE A WRITTEN REQUEST AND APPROVAL FROM THE CITY AND ADHERE TO THE COMMUNITY GARDEN POLICY.
- 6) PRIOR TO THE DEVELOPMENT AND/OR ENHANCEMENT OF THE COMMUNITY GARDEN(S), THE APPLICANT:
 - A) SHALL ENSURE THAT THE TERMS AND CONDITIONS OF THIS AGREEMENT AND THE LIMITS OF THE APPROVED COMMUNITY GARDEN SITE PLAN ARE BROUGHT TO THE ATTENTION OF ALL COMMUNITY GARDEN MEMBERS.
 - B) SHALL NOTIFY AND SEEK APPROVAL FROM THE CITY FOR THE OPERATION OF ANY HEAVY EQUIPMENT ON SITE AS OUTLINED IN THE COMMUNITY GARDEN POLICY.
- 7) FOR THE DURATION OF ALL WORKS, THE LICENSEE SHALL ENSURE THAT CONSTRUCTION WORK IS CARRIED FORWARD AS EXPEDITIOUSLY AS POSSIBLE SO AS TO CAUSE MINIMUM NUISANCE TO NEIGHBOURS AND TAKE REASONABLE PRECAUTION TO ENSURE THE SAFETY OF THE PUBLIC.
- 8) THE LICENSEE UNDERSTANDS THAT PUBLIC ACCESS TO THE COMMUNITY GARDEN(S) FOR ENJOYMENT IS PERMITTED AND FACILITATED.
- 9) ANY CHEMICAL USE IN THE COMMUNITY GARDEN(S) AS DEFINED IN THE COMMUNITY GARDEN POLICY SHALL BE PROHIBITED.
- 10) PRODUCE GROWN IN ALLOTMENT PLOTS WITHIN THE COMMUNITY GARDEN WILL BE FOR THE PERSONAL USE AND CONSUMPTION OF THE INDIVIDUALS INVOLVED IN THE COMMUNITY GARDEN. PRODUCE SOLD BY THE GARDEN AS A WHOLE FROM A DEDICATED PLOT FOR THE PURPOSE OF FUNDRAISING FOR GARDEN PROJECTS AND PROGRAMS IS PERMITTED GIVEN THAT ALL APPLICABLE PERMITS AND/OR LICENSES ARE IN PLACE.

11) THE LICENSEE:

- A) SHALL DEVELOP AND MAINTAIN THE COMMUNITY GARDEN AT NO COST TO THE CITY.**
- B) INDEMNIFIES, DEFEND AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY DAMAGE OR INJURY TO ANY PERSON OR ANY REAL PROPERTY.**
- C) SHALL MAINTAIN THE COMMUNITY GARDEN INCLUDING COLLECTION AND REMOVAL OF LITTER AND DEBRIS.**
- D) SHALL ELECT A GARDEN COORDINATOR OR EXECUTIVE IN A VALID AND OPEN PROCESS WHOM WILL BE RESPONSIBLE FOR MANAGEMENT OF THE COMMUNITY GARDEN(S).**
- E) SHALL BE RESPONSIBLE FOR DEVELOPING AND ADMINISTERING THEIR OWN COMMUNITY GARDEN MEMBER AGREEMENT, WHICH MUST BE SIGNED BY ALL INDIVIDUALS OCCUPYING THE LAND FOR THE PURPOSE OF A COMMUNITY GARDEN. THE COMMUNITY GARDEN MEMBER AGREEMENT SHALL INCLUDE AND ADHERE TO THE TERMS AND CONDITIONS IN THE COMMUNITY GARDEN POLICY. A COPY OF THE COMMUNITY GARDEN MEMBER AGREEMENT SHALL BE PROVIDED TO THE COMMUNITY GARDEN COORDINATOR.**
- F) SHALL PROVIDE FOR A VALID AND OPEN PROCESS IN THE ALLOTMENT OF THE GARDEN SPACES IN ACCORDANCE TO THE TERMS AND CONDITIONS SET OUT IN THE COMMUNITY GARDEN POLICY. RESIDENTS OF THE CITY OF KINGSTON SHALL BE GIVEN PRIORITY FOR THE OPPORTUNITY TO PARTICIPATE IN THE COMMUNITY GARDEN PROGRAM.**
- G) SHALL PROVIDE CURRENT CONTACT INFORMATION FOR THE GARDEN COORDINATOR OR EXECUTIVE AS WELL AS PROOF OF REQUIRED INSURANCE AS OUTLINED ABOVE TO BE KEPT ON FILE WITH THE CITY.**

12) COMMUNITY GARDEN(S) PROPOSED NEAR STORMWATER MANAGEMENT PONDS, DRAINAGE SWALES AND FLOODPLAINS SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

- A) NO FILL MATERIAL OF ANY KIND SHALL BE PLACED WITHIN 6M FROM THE TOP OF THE FLOOD RISK AREA;**
- B) IF CITY WATER IS USED TO IRRIGATE THE GARDEN, THE CHLORINE SHOULD BE REMOVED SO AS NOT TO HARM AQUATIC PLANTS AND ANIMALS.**
- C) SOIL CONDITIONERS SUCH AS COMPOST ARE PROHIBITED.**
- D) ONLY NATIVE SPECIES SHALL BE PLANTED IN FLOODPLAINS THAT ARE IDENTIFIED TO BE IN AN ENVIRONMENTAL PROTECTION AREA.**

I have read, understand and agree to abide by this partnership.

(Signature of Licensee)

Date of Signature

Name

Garden Name

Mailing Address

City

Postal Code

Phone Number

Email Address

Alternate Contact Name

Phone Number

(Signature of City Representative)

Date of Signature

Denita Arthurs

Assistant Supervisor

Name

Title

City of Kingston

Mailing Address

216 Ontario Street

Mailing Address

Kingston

K7L 2Z3

City

Postal Code

(Signature of City Recreation Program Supervisor)

Date of Signature

Lynda Breen

Supervisor

Name

Title

City of Kingston

Mailing Address

216 Ontario Street

Mailing Address

Kingston

K7L 2Z3

City

Postal Code

613-546-4291 x.1704

Phone Number

darthurs@cityofkingston.ca

Email Address

613-546-4291 x.1705

Phone Number

lbreen@cityofkingston.ca

Email Address

Personal information is collected on this form pursuant to s. 11(1)(5) of the Municipal Act, 2001, S.O. 2001, c.25, and will be used for the purposes of processing your application, maintaining databases, mailings/distribution of relevant information and management of the City of Kingston Recreation and Leisure Services Department.

Appendix B: Forms and Templates

iv) Sample Terms of Reference

Pretty Little Community Garden (PLCG)

TERMS OF REFERENCE (DATE of latest revision)

Vision

The Pretty Little Community Garden (PLCG) is a place for people in the Little Neighbourhood of Kingston to grow food for themselves and others, and to learn about food gardening. We strive to create a garden that invites all community residents – gardeners and non-gardeners alike – to enjoy the benefits of having a community garden in our neighbourhood.

Our goals are:

- To make the Pretty Little Garden a welcoming place for all.
- To provide education/recreation/socialization/nutrition for those involved.
- To improve food security in Kingston by acquiring and sharing knowledge and skills, as well as by sharing food.

History:

In August 2012, several residents of the Little Neighbourhood met at the Kingston Public Library to talk about starting a community garden. Through several meetings and community consultations, as well as consultation with the landowner (City of Kingston) and the Kingston Community Gardens Network, a shared vision emerged for a garden at XYZ Park. Through 2012 and 2013 we followed the process for starting a new community garden on city-owned land. We broke ground in April of 2013, creating 15 in-ground allotment plots, one accessible (raised) bed, a central donation/tasting garden, and a communal garlic bed.

The Pretty Little Community Garden (PLCG) is an unincorporated club. We occasionally seek partnerships and sponsorship from other organizations in order to apply for and receive grants and insurance.

Guiding Principles of Membership and Operations

- Membership in The Pretty Little Community Garden will be on a first come, first served basis for all residents living in the Little Neighbourhood (define geographic boundaries).
- The Pretty Little Community Garden strives to ensure the inclusion and active participation of a broad range of people, including people at all stages of life, people from disadvantaged populations, and those most affected by food insecurity. The PLCG aims to reflect societal, cultural, age, and gender diversity within our neighbourhood.
- The operation of the Pretty Little Community Garden will be based on principles of inclusion, participation, empowerment, and the enhancement of individual and community capacity.
- The PLCG will foster and model an environment of openness, fairness, and democracy.
- All garden members shall agree with and adhere to the vision and Guiding Principles that make up the Terms of Reference of the Pretty Little Community Garden.
- Members shall review and sign the membership agreement and waiver yearly.

Participation

- Only members will have voting privileges, and each member shall have one vote.
- A quorum shall consist of a simple majority of those present.
- Meetings will be held on a regular basis every three months. The date, time, and location will be distributed by email at least two (2) weeks prior to the meeting.
- All meeting minutes, studies, budgets and documents of the Pretty Little Community Garden shall be available to all garden members at any time and will be held by the Communications Coordinator
- All members shall have the opportunity to speak and be heard.
- Members may apply for up to 4, 10 x 10 ft. allotment plots. Assignment of plots to existing members will only happen when the plot cannot be assigned to someone on the waiting list.

- Members agree to pay \$20 per season per 10 x 10 ft. plot. This fee may be waived at the discretion of the garden coordinator and treasurer in cases where the fee is a barrier to participating in the garden.
- The accessible bed shall be gardened as a communal, shared plot until such time as a person with mobility impairment/disability wishes to become a member of the garden. The plot will then pass to that member.

Officers

Garden Coordinator; (elected for one year with opportunity to renew). Duties of the Garden Coordinator include the following:

- Arrange meeting space
- Facilitate meetings
- Welcome new members
- Review annually, with the garden membership, the Terms of Reference and membership agreement
- Ensure that agreements and licenses with the City of Kingston, or any sponsoring or partnering organizations are in order.

Treasurer and Communications Coordinator; (elected for one year with opportunity to renew). Duties of the treasurer and communications coordinator include the following:

- Collect fees from garden members
- Prepare and present a budget for each meeting outlining revenue and expenses for the garden
- Ensure that meeting minutes are recorded and circulated
- Prepare meeting agenda
- Distribute agenda
- Distribute meeting notices
- Maintain a current membership list and contact information

The Garden Coordinator and the **Treasurer/Communications Coordinator** shall jointly be responsible for:

- Administering the bank account for the garden – both signatures will be required on the garden bank account
- Securing insurance for the garden

Appendix B: Forms and Templates
v. Sample Membership Agreement

Pretty Little Community Garden Membership Agreement

These are the gardening guidelines as agreed upon by the members of the Pretty Little Community Garden. These guidelines will be reviewed and updated as new needs arise.

- I agree to volunteer 5 hours per season towards projects in the garden above and beyond work on my private plot. I will do this by signing up for one of the jobs listed on the gardens volunteer list.
- I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden peacefully in a neighbourly manner.
- I understand that, in the spirit of communal cooperation, people of all ages, genders, cultural backgrounds and abilities are welcome to garden.
- I will have something planted in my plot by June 1st and will keep my plot maintained all summer long. If I am behind on these duties I will ask for help from other gardeners, as well as from my family/friends. I will also contact the site coordinators and explain the situation.
- I understand that garden plots and communal beds must be maintained to the satisfaction of the city and garden group. This includes normal watering, weeding, and general care of the assigned plot and adjacent area. If I am away for more than one week, I will arrange to have someone look after my plot. If my plot becomes unkempt, I understand that the site coordinator will notify me. After two notices to clean up the plot it may be reassigned or tilled in. (Fee will not be returned.)
- If I must abandon my plot for any reason I will notify the Garden Coordinator and the Communications coordinator. If I decide to abandon my plot I will not pass it on to any friend or individual, the garden group will reassign the plot to the next individual on the waiting list. The first \$20 of plot fees is not refundable. If I give up my plot before March 1st, I can seek a refund on the balance of the fees paid to the garden. After this date I understand that I will not receive any refund when giving up my plot.
- I will not add any structure to my plot without the consent of the rest of the garden group.
- I will try not to plant tall crops where they will shade other people's plots.
- My guests and I will abide by all City bylaws.
- I will tend and harvest only my own plot unless given permission by the plot user (except communal and donation beds.)
- I will not use any non-organic fertilizers, fungicides, insecticides or herbicides.
- I will contribute from \$20 for each 10'x10' plot in order to help cover garden expenses, to a maximum of (4) plots. If I am unable to pay this fee I will ask the treasurer to waive the fee.
- I will not put trash or animal products (including meat, bones, animal waste) on the compost piles. I will follow the gardens composting guidelines.
- Communication between garden members will occur primarily via emails and regular meetings. I agree to participate in these methods of communication.
- In order to maintain the same plot for the coming year I will print out and submit the registration form by the fall harvest party. If I do not do this I agree that I will automatically lose my plot to the next person on the waiting list.
- I agree to sign all applicable waivers.

In order to satisfy my (5) hours of volunteer work this season I would like to be placed on the following volunteer team. **PLEASE CHECK AT LEAST ONE:**

- | | |
|---|---|
| <input type="checkbox"/> Compost Team | <input type="checkbox"/> Grass Trimming Team |
| <input type="checkbox"/> Small Engine Maintenance | <input type="checkbox"/> Communications Team |
| <input type="checkbox"/> Blogger | <input type="checkbox"/> Tasting Garden Team |
| <input type="checkbox"/> Event Planning Team | <input type="checkbox"/> Odd Jobs Team |
| <input type="checkbox"/> Permanent Crops Team | <input type="checkbox"/> Seed Starting Team |
| <input type="checkbox"/> Trucking Team | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Site Coordinators |
| <input type="checkbox"/> Working in the Acorn Donation Garden | <input type="checkbox"/> Run a Gardening Workshop |
| <input type="checkbox"/> Social Committee | |

Please specify any other ways you would like to donate your time to the garden:

PLEASE CHECK:

- I would like to keep my previous ___ 10'x10' plots (\$20 each – full or partial subsidies are available).
- I would like ___ new 10'x10' plots (\$20 each – full or partial subsidies are available)
- I wish to garden in the communal or donation plot (no fee)
- I would like to make a donation (on top of any fees I have paid) of \$____. Cheques are to be made payable to (name of treasurer.)

PLEASE INITIAL:_____

I have read and understood the Pretty Little Community Garden Terms of Reference and Membership Agreement, and agree to accept the rules, terms, and conditions for participation in the garden.

PLEASE INITIAL:_____

I understand that neither (PLCG group, sponsoring organizations, landowners/City of Kingston) shall be responsible for any loss, damage, or personal injury as a result of any activity related to the Pretty Little Community Garden.

Signature: _____

Date: _____

For further information or a fee subsidy or waiver, please contact: The Garden Coordinators.
Email prettylittlegarden@list.com

PLEASE PRINT

Surname: _____

First name: _____

Address: _____

Phone: _____ Email: _____

Appendix B: Forms and Templates

vi. Waivers

- Sample Gardener Waiver/Volunteer Waiver
- Sample Use of Equipment Waiver

Pretty Little Community Garden Waiver/Volunteer Waiver

I understand that neither the garden group nor the City is responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE (NAME OF GARDEN GROUP; NAME OF SPONSORING ORGANIZATIONS, NAME OF LANDOWNER/CITY OF KINGSTON) FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH THE USE OF THE GARDEN BY MYSELF, MY FAMILY, ASSOCIATES, OR ANY OTHER OF MY GUESTS.

Signature: _____

Date: _____

Pretty Little Community Garden Use of Equipment Waiver:

I have been shown how to safely care for and operate the (Rototiller/trimmer) by:

_____ Date: _____

My safe and proper operation of the (Rototiller) was observed by:

I understand that it is my responsibility to operate the (Rototiller) safely. I THEREFORE AGREE TO HOLD HARMLESS (NAME OF GARDEN GROUP, TRAINER, LANDOWNER/CITY OF KINGSTON, OTHER SPONSORING ORGANIZATIONS) FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH THE USE OF THE ROTOTILLER.

Name: _____

Signature: _____ Date: _____

Appendix D: Sample Start-up Budget for Garden

LINE ITEMS	First Year	Second Year	Third Year
Revenue/Income			
Plot Fees			
Grants			
Fundraisers			
Donations			
Balance from previous year			
Total Revenue			
Expenses			
Water (Irrigation/rain barrels)			
Hoses			
Shed			
Compost system			
Mulch			
Soil			
Lease			
Insurance			
Equipment Rental			
Equipment Purchase			
Raised Bed Construction			
Seeds			
Printing/Communication			
Transplants			
Printing			
Signage			
Bulletin Board			
Other Expenses			
Total Expenses			
NET (Income – Expenses)			

Appendix E: Sample list of Garden Tasks/Volunteer Roster

Volunteer Jobs

In order to keep the garden running well and in good order we ask that all plot holders and any interested volunteers spend 5 hours a year helping out at the garden. Below is a list of some of the things you can do to help.

Compost Team

Description: 4-5 people (budget)

Turn and maintain composters, place signs up so that people know where to put their compost.

Grass Trimming Team

Description: 5 people (budget to keep tools full of gas).

Use the trimmer to trim the grass around the edge of the garden. The garden should be trimmed roughly 6 times per year.

Small Engine Maintenance

Description: someone to make sure that the trimmer and tiller are properly (budget) maintained, properly set up for winter storage, and tuned up each spring.

Communication Team

Description: 5 people (budget)

Keep back of sign full of information, create small signs for plots and to give directions to visitors, send thank-you cards, fix sign, take photographs and post on website, keep website pages up to date.

Blogger

Description: 1 person

Keep online blog about the garden up to date and interesting.

Tasting Garden Team

Description: 5-6 people (budget)

Coordinate, plan and organize tasting garden which is meant to share food with people visiting the garden.

Event Planning Team/Social Committee

Description: 1 coordinator and 3 teams of 3 people: (budget)

Each team takes on a separate event to plan and reports back to coordinator (Gardening Opening, Midsummer Event, Harvest Party, Garden Closing), create online document guidelines for planning future events in order to facilitate simple handover to the next team/next year's teams.

Odd Jobs

Description: 3 people, budget for each chore to be decided in advance in conversation with Treasurer

Random odd jobs and small building projects – role will undergo evaluation at the end of this year to decide whether certain jobs need to become permanent.

Permanent Crop Team

Description: 2 people (budget)

Build and maintain small plots of multi-year crops such as berry patches. Come up with plan and ideas this year for future projects, set timelines. Liaise with other garden members re. vision/site map.

Seed Starters

Description: 3 people (budget)

The Market and Tasting garden needs some volunteers with either a seed-starting setup or a bright window where they can start a few trays of seeds before the last frost date.

Donation Garden Team

Description: 1 person to coordinate; others to work intermittently

Volunteers needed to coordinate the planting, maintenance, harvesting and distribution of food grown in communal plot for donation to food banks and meal programs.

Workshop Organizing Team

Description: 2 people to coordinate, schedule, and promote educational skill-sharing workshops in the garden.

Appendix F: Sample Gardener Member Survey

This survey may assist you in collecting data about your members' experience of the garden.

Pretty Little Community Garden Year-end Survey

Thanks you for filling out this anonymous survey. This survey will help us to plan for upcoming years, and to help the City of Kingston and the Kingston Community Gardens Network support community gardening in Kingston.

Did you interact with people who you don't know at all at the garden?

often sometimes rarely never

How many people's names do you think you know at the garden? (guess)

Did you share your gardening knowledge with others at the garden?

often sometimes rarely never

Did you take something you learned at the garden and teach it to somebody somewhere else?

often sometimes rarely never

How many hours a week do you spend at the PLC Garden?

None 1 hour 2 hours 3 hours 4 hours 5 hours
5-10 hours more than 10 hours

List the reasons that bring you there:

How many hours a week do you spend being active outside (besides your work or walking/riding from one place to another)?

None 1 hour 2 hours 3 hours 4 hours 5 hours
5-10 hours more than 10 hours

List some of the activities that you do:

How often do you usually participate in community activities (other than at the Garden)?

Daily Once a week Once a month
4-5 times a week Two times a month Less than once a month
2-3 times a week Three times a month

List some of the community activities that you participate in:

Do you eat a healthy amount of vegetables?

Yes

No

If you answered no, why not? (Check all that apply)

Don't like them

Can't afford them

Lack of garden space

No supermarket close by

Other

Do you think that gardening this summer has helped you to eat more healthy food?

No

Yes

Do you think that gardening this summer helped you to save money?

No

Yes

If yes, how much do you think you saved? _____

Check the box that best describes your response:

	Always	Usually	Sometimes	Rarely	Never
a. I eat food that is fresh (not pre-packaged food)					
b. I enjoy cooking					
c. I eat vegetables that are traditional for my culture or family background					
d. I like to try new kinds of food					
e. My family eats around a table together					
f. I am able to provide food for my family and myself					
g. I feel a sense of belonging in my community					
h. I feel like I help make the community better					

Do you have any comments on any of the above questions?

Do you have any ideas for making the garden a better place?
